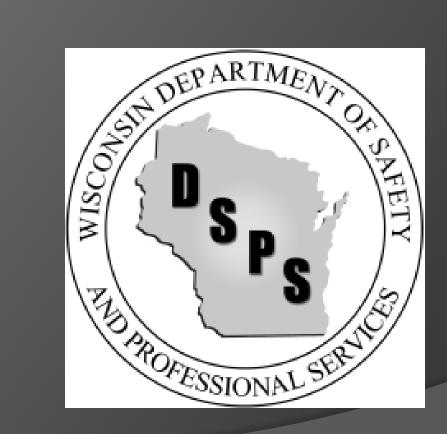
2015 ACT 211



Wis. Stats.101.63(7) Prescribe and furnish to municipal authorities a standard building permit form for all new one- and 2-family dwellings. On or before January 2, 2017, the department shall furnish to municipal authorities the standard building permit form prescribed under this subsection in electronic form.

What does this mean?

The DSPS must provide an electronic version of the Wisconsin Uniform Building permit to municipalities by January 2, 2017.

Wis. Stats.101.63(7m) A municipal authority shall begin implementation of the system established under this subsection no later than January 2, 2018. 101.65 (3) Shall use the standard building permit form prescribed and furnished by the department (4) Not later than the 15th day of the first month beginning after issuance of each building permit, electronically file a copy of the permit issued with the department.

What does this mean?

By January 2, 2018, every municipality must provide their permit forms electronically to the DSPS.

There are 3 ways to provide this information to the

DSPS.

 Permits must be sent to DSPS by 15th of the first month after it is issued.

Example:

- Permit issued May 14th
- Must be entered <u>by</u> June 15th

Dept of Safety Services Industry Services		VVISCOLISITIO					iform Building pplication				1	Application No.				
Wisconsin Stats. 101.63, 101.73 Instructions on back of seco					of second pl	aly. The information you provide may be programs [(Privacy Law, s. 15.04 (1)(m)]				F	Parcel No.					
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Failure To Submit Permit Information

If a city, village, town, or county fails to file with the department an electronic copy of an issued permit not later than the last day of the first month beginning after the issuance of the permit, the city, village, town, or county shall refund to the person to whom the building permit was issued an amount equal to the difference between the amount paid by that person to the respective city, village, town, or county for that permit and the portion of the permit fee remitted by the city, village, town, or county to the department, if any. This subsection first applies to a city, village, town, or county beginning on the date the city, village, town, or county begins implementation of the system required under s. 101.63 (7m).

What does this mean?

If the municipality fails to enter the permit by the end of the month* after the permit was issued, a refund of the amount paid for the building permit minus the State seal shall be given.

EXAMPLE

FEES:	
Plan Review	\$ <u>549.12</u>
Inspection	\$ 75
Wis. Permit Seal	\$ <u>33</u>
Other	\$140 not included
Total	\$ <u>797.12</u>

657.12-33(permit seal charge)=

\$624.12 refund amount

It is advised to separate fees not associated with building permit from plan review and Inspections to avoid refunding those. I.e. electrical, plumbing, HVAC, zoning

*End of the month is a grace period

When does the clock start?

- 1. The permit puller must submit all required plans, data, and completed permit.
- 2. The plans, data and permit has been reviewed.
- 3. The approved permit fee has been paid.

 Once all three steps have been completed, then the clock to submit the permit starts.

Three Methods to Submit

- Applicants file permits electronically directly to the municipality through the DSPS system
- Municipality may use the DSPS created Excel template to manually enter all permit information
- Data connector software web service for 3rd party permitting software (I.e. iworq, civicpermits, Meritage)*

Online Application



DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Boards and Councils Licenses/Permits/Registrations Online Services Plan Review Complaints & Inspections Other Services

ONE- AND TWO-FAMILY DWELLINGS (UNIFORM DWELLING CODE) PROGRAM



Administrative Code and Commentary

The Uniform Dwelling Code (UDC) is the statewide building code for one- and two-family dwellings built since June 1, 1980. The Industry Services Division provides consultation and education concerning UDC construction standards and inspection procedures. Building materials are evaluated for conformance with standards. UDC inspection and contractor credentials are administered. The UDC is enforced in all Wisconsin municipalities.

Questions regarding the Uniform Dwelling Code can be sent to: DSPSSBUDCtech@wi.gov

Act 211 Electronic Building Permit System

Act 211 Electronic Building Permit System

Scroll Down To Last Section

Permit Pullers

Permit puller must submit all required plans and data directly to the municipality per municipality's instructions. The plans, data and permit must be reviewed, and the approved permit fee must be paid before the permit is considered an issued permit.

To file a building permit for a new one- and two- family dwelling, contact the municipality directly to determine how building permit applications should be filed.

To access the Electronic Building Permit System, please click here.



If you have questions on how to use the Electronic Building Permit System, please utilize the Requesting Electronic Building Permit FAQ.

Online Application Opening Screen

Wisconsin Department of Safety and Professional Services Division of Industry Services



Online Building Permit System Instructions

The Online Building Permit System was developed by the DSPS to allow municipalities to gain compliance with 2015 Act 211. Not all municipalities utilize the Online Building Permit System. If you do not see your municipality on the next page, your municipality should be contacted directly on how to submit a building permit.

The owner, builder, or agents shall complete the application form and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

APPLICANT FREQUENTLY ASKED QUESTIONS

Cautionary Statement to Owners Obtaining Building Permits

101.65(Ir) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Department of Safety and Professional Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

I acknowledge I have read and understood the contents of this page.*

Click here to Start the Permit Request >>

Must check to start process

The submitter box is the homeowner, or builder (DCQ) & completes the application form. No business names!

Only new 1 or 2 family dwelling projects must be submitted to the State

Step 1: Jurisdiction, Submitter, Project Info

- Submitter
- Jurisdiction
- Project Type
- Permit Type(s)

Wisconsin Department of Safety and Professional Services Division of Industry Services



Help

KAMI.SCOFIELD@APPLETON.ORG

Inspector

Phone Email

Clerk Phone

Email Monday

Tuesday

Thursday

Saturday

Sunday

Friday

Wednesday

TBD

TBD

KAMI SCOFIELD

08:00 AM to 04:30 PM

APPLICANT FREQUENTLY ASKED QUESTIONS

9208326443

9209891602

CLOSED

CLOSED

Online Building Permit System

Step 1

Enter Submitter, Jurisdiction, Project and Permit Information

Please fill out the below information. Asterisks * indicate which fields are required to complete your filing request. Contact your municipality directly for assistance in applying for your building permit electronically. Municipal information can be found in the yellow box below. If information is not known, leave the text box blank and work with your municipality to provide at a later date.

Submitter	
Submitter	
Name	*
Address	*
City	* ZipCode *
Phone (xxx-xxx-xxxx)	* E-mail *
(***-***)	
Jurisdiction	
Cities Villages Townships Cou	
Municipality, County	nues *
CITY OF APPLETON, CALUMET	
CITY OF BROOKFIELD, WAUKESHA CITY OF DELAVAN, WALWORTH	
If your municipality doesn't appear in t	his list, contact your municipality directly.
Project *	
Type	Repair Raze Move Other
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HVAC	
■ Electric	
■ Plumbing	
■ Erosion Control ■ Other	
Other Description	
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Parcel No.	
<< Previous Quit Filing Next >>	

Step 2: Contractor Information

		of Safety and Profession of Industry Services	al Services		(· · · · · · · · · · · · · · · · · · ·
Online Building Permit Step 2 hter Owner and Contractors Information	System				
lease fill out the below information. Asteri	isks • indicate which fields are required to complete you on is not known, leave the text box blank and work with y	r filing request. Contact your municipality of	firectly for assistance in applying	for your building permit electronical	lly. Municipal information can be
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*The Permit will not be approved without h	HVAC, Electrical, Plumbing contactor information.**		,	Help nspector TBD	•
Owner				frone TBD mail TBD	
Click here to copy Submitter information if same as O	verser.			derk KAMI SCOFIELD frome 9208326443	
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Phone (xxx-xxx-xxxx)	* E-mail		N N	Vednesday 01:00 AM to 01:00 AM	
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City Phone	E-mail				
(***-***)					
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Lic/Cert# Name	LICENSE LOOKUP CLEAR				
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Lic/Cert# Name	LICENSE LOOKUP CLEAR	City		Zipcoi	ue
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Contains:

- -Owner
- -DC
- -DCQ
- -HVAC
- -Electrical Contractor
- -Master Electrician
- -Master Plumber

Step 3: Project Information

Lot

<< Previous

Save & Exit

Next >>

- Building
- Zoning

Wisconsin Department of Safety and Professional Services Division of Industry Services



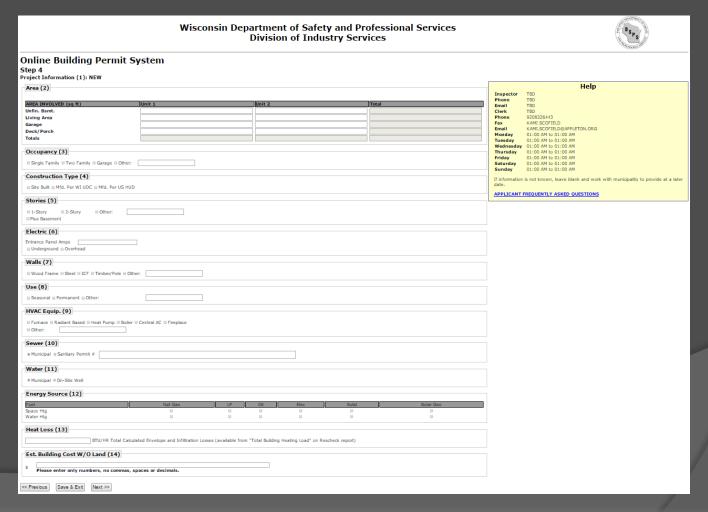
Online Building Permit System Step 3 **Enter Project Location Information** Help Lot TBD Inspector Sq.ft. Phone TBD One acre or more soil will be disturbed Email TBD ○ Town ○ Village ● City Of Clerk TBD Location Phone 9208326443 Description Fax KAMI SCOFIELD (_1/4,_1/4, of section _, T_N,R _E/W) Email KAMI.SCOFIELD@APPLETON.ORG Monday 01:00 AM to 01:00 AM Tuesday 01:00 AM to 01:00 AM Wednesday 01:00 AM to 01:00 AM 01:00 AM to 01:00 AM Thursday Friday 01:00 AM to 01:00 AM Saturday 01:00 AM to 01:00 AM Sunday 01:00 AM to 01:00 AM (Max. Size 300 characters) If information is not known, leave blank and work with municipality to provide at a later date. Building APPLICANT FREQUENTLY ASKED QUESTIONS Address City ZipCode County Subdivision Lot No. Block No. Zoning District(s) Permit No. Setbacks: Front ft. Rear ft. Left ft. Right ft.

Step 4: Project Location Information

- Area
- Occupancy
- Construction Type
- Stories
- Electric

- Walls
- Use
- HVAC Equip.
- Sewer
- Water

- Energy Source
- Heat Loss
- Est. Building Cost
 W/O Land



Step 5: Electronic Signature

Wisconsin Department of Safety and Professional Services **Division of Industry Services**



Online Building Permit System

Step 5

Enter Signature

Applicant

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Check only if the permit is being issued to the property owner who will occupy the home upon completion of construction.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.

SIGN/PRINT NAME:

DATE 12/5/2016 9:52:56 AM

<< Previous

Save & Exit

Next >>

Help

Inspector TBD Phone TBD Email TBD Clerk TBD

Phone 9208326443 Fax KAMI SCOFIELD

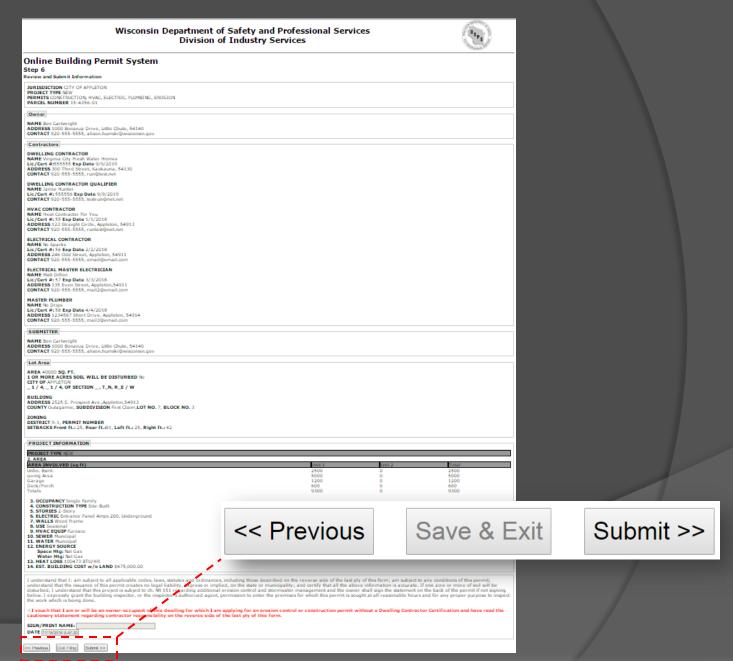
Email KAMI.SCOFIELD@APPLETON.ORG

Monday 01:00 AM to 01:00 AM Tuesday 01:00 AM to 01:00 AM Wednesday 01:00 AM to 01:00 AM Thursday 01:00 AM to 01:00 AM Friday 01:00 AM to 01:00 AM Saturday 01:00 AM to 01:00 AM Sunday 01:00 AM to 01:00 AM

If information is not known, leave blank and work with municipality to provide at a later

APPLICANT FREQUENTLY ASKED QUESTIONS

Step 6: Review & Submit Application



After Submitting

Missing system required information will be listed.

Municipality may require other empty boxes on permit to be completed.

You will receive a filing number.

Wisconsin Department of Safety and Professional Services Division of Industry Services



Online Building Permit System

Step 7

Print Confirmation

NOTE!

Missing — Information

Filing -Number THIS IS NOT AN ACTUAL PERMIT. PERMIT WILL BE ISSUED BY CITY OF APPLETON AFTER REVIEW PROCESS.

THE FOLLOWING INFORMATION IS REQUIRED BEFORE THIS PERMIT REQUEST CAN BE APPROVED:
Project Living Area in Project Information Section (Step 4.) is required for New, Addition or Alteration Project.
Dwelling Contractor information in step 2.

 $^{ ilde{\mathsf{I}}}_{\mathsf{I}}$ PLEASE FOLLOW UP DIRECTLY WITH THE MUNICIPALITY TO PROVIDE ADDITIONAL INFORMATION.

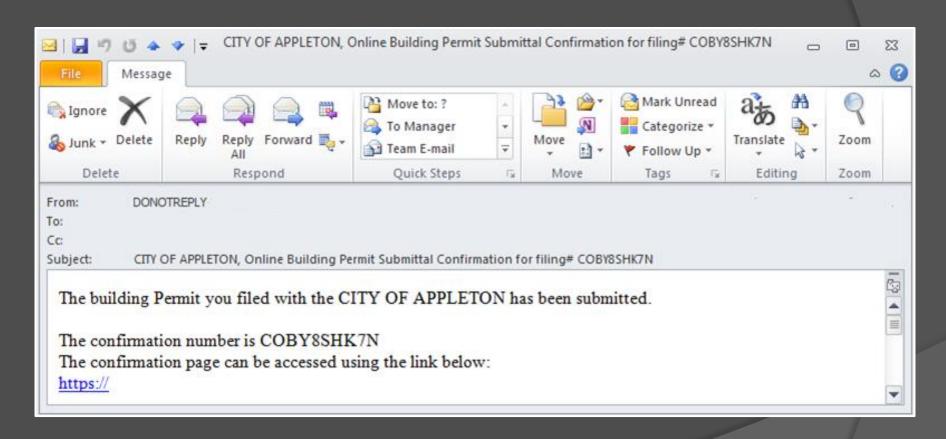
Your filing number is '8M1WAT4XCL'. Please print for your records.

Click here to Print

JURISDICTION CITY OF APPLETON, CALUMET PROJECT TYPE NEW PERMITS CONSTRUCTION PARCEL NUMBER

After Submitting

You will be sent an email



<u>Issues</u>

Submitted permit & received no email?

 Check your spam folder or you may have misspelled your email. You may need to contact your municipality if you misspelled your email.

<u>Issues</u>

Didn't finish your permit?

You need to contact your municipality with your filing number and ask for the filing link to be emailed to you.

Remember

- This is not an issued permit. No work may begin yet.
- Permit will be issued by the municipality after the review process has been completed, permit approved and paid for.
- You must submit all required plans & data to the municipality for review.
- Missing information will delay the review process.

Online Review



WISCONSIN



Boards and Councils | Licenses/Permits/Registrations |

Online Services

Plan Review

Complaints & Inspections

Other Services

ONE- AND TWO-FAMILY DWELLINGS (UNIFORM DWELLING CODE) PROGRAM



Administrative Code and Commentary

The Uniform Dwelling Code (UDC) is the statewide building code for one- and two-family dwellings built since June 1, 1980. The Industry Services Division provides consultation and education concerning UDC construction standards and inspection procedures. Building materials are evaluated for conformance with standards. UDC inspection and contractor credentials are administered. The UDC is enforced in all Wisconsin municipalities.

Questions regarding the Uniform Dwelling Code can be sent to: DSPSSBUDCtech@wi.gov

Act 211 Electronic Building Permit System

Act 211 Electronic Building Permit System

Boards and Councils | Licenses/Permits/Registrations

Online Services

Plan Review

Complaints & Inspections

Other Services

ACT 211 ELECTRONIC BUILDING PERMIT SYSTSEM

2015 Act 211 requires the department to have a standard electronic building permit form available to municipalities by January 2, 2017. This permit will contain spaces for contractor license numbers and the expiration dates of their licenses. It also requires municipalities or their agents to provide their permit forms electronically to the DSPS through our approved electronic system by January 2, 2018. These permits must be submitted to DSPS by the 15th of the first month after it is issued. If a municipality fails to submit the permit by the required time after the permit was issued, a refund of the amount paid for the building permit minus the state seal shall be given to the permit applicant.

To ensure compliance with 2015 Act 211, municipalities must contact DSPS UDC staff to obtain an access code and choose the method by which they will submit information to the DSPS. All municipalities must begin supplying their new one- and two- family dwelling permit information to the DSPS by January 2, 2018.

An official representative of the municipality should initiate and authorize the creation of the municipality's access code and selection of the filing method. A building inspector contracted with the municipality may establish a login access code with this system only upon completion and 2015 Act 211 Inspector-Muni Agreement between the inspector and the municipality. Maintain a copy of the agreement for your records.

Municipal Link

Municipalities

DSPS is offering three ways to electronically submit these permits:

- 1. Applicants file permits electronically to the municipality through the DSPS system, and the municipality reviews the permits online through our system. Permit information is automatically provided to the DSPS.
- The Municipality Workspace link provides the municipal representative access to permit information submitted by builders of for new oneand two-family dwellings. Municipality FAQ
- 2. Municipalities that incorporate their own computerized permit filing system (i.e. iworq, civicpermits, Meritage), may interface with the Department's Data connector software. DSPS Building Permit System Application Programming Interface (API) v1.0
- 3. A municipality may use the Excel template, provided by DSPS, to enter all permit information. The Excel template must be manually uploaded to the system each month and is available in the electronic system once this option has been selected.

Municipal building permits for new one- and two- family dwellings that differ from the one on the DSPS website may not be utilized until approved by the department.

Online Review

Wisconsin Department of Safety and Professional Services Division of Industry Services

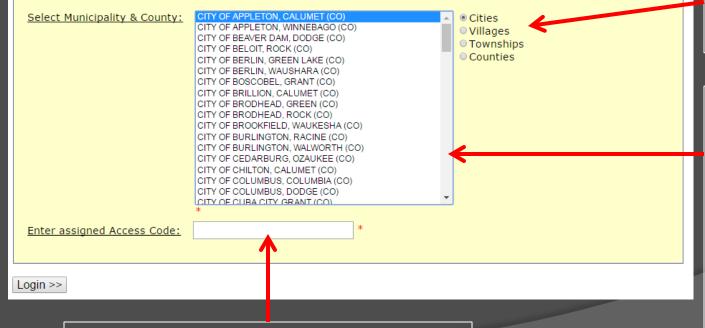


Online Building Permit System

Municipality Workspace

Welcome to the DSPS Online Building Permit System. To continue, please select your municipality from below and enter the assigned code provided to you by the DSPS staff.

If you have questions on your access code, please contact the DSPS at DSPSSBUDCTech@wisconsin.gov or 608-266-2112.



Enter any of your access codes

Select:

- -Cities
- -Villages
- -Townships
- -Counties

Scroll down to find your municipality. Can't find it, you're not activated! Call us for activation, otherwise online permits can't be filled out!

Municipal Homepage

Wisconsin Department of Safety and Professional Services Division of Industry Services

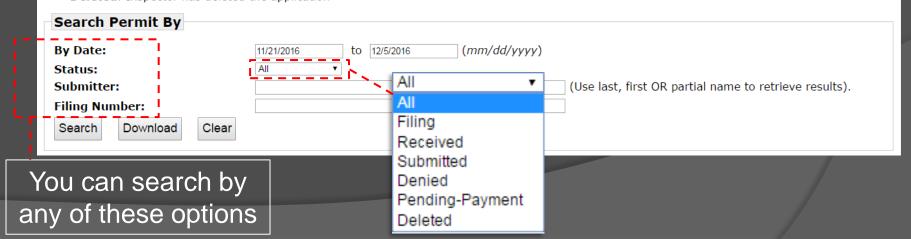


Search Permit Manage Settings View FAQs Logou

Online Building Permit System Municipality (CITY OF APPLETON) Workspace Permit Search Page

Please use the below search fields to locate permits associated with your municipality. The Online Building Permit System only saves submissions from the past three months. For more, please contact the DSPS at DSPSSBUDCTech@wisconsin.gov or 608-266-2112. You can search across Permit Statuses which includes:

- Filing: Permit Requester has started the permit application, but has not finished
- Received: Permit Requestor has completed the permit application and it is currently ready for Inspector review
- Payment-Pending: Inspector has reviewed and approved the completed permit application but Permit Requester has not paid the applicable fees
- Submitted: Municipality has collected the fees from Permit Requester and printed the Card Stock (at this stage, the permit information has been submitted to the DSPS for compliance with 2015 Act 211)
- Denied: Inspector has denied the completed application
- Deleted: Inspector has deleted the application



Search Results

Search Pe	rmit By						
By Date:		11/17/	2016 to 12/1/2016	(mm/dd/	<i>(yyyy</i>)		
Status:		Rece	ived •				
Submitter:					(Use	last, first OR p	artial name to
Filing Numb	er:	retrie	eve results).				
Search	ownload	Clear					
Results Results count	:: 3 Page	1 of 1 Iter	ms 1 to 3 Go to page	e: 1•	Page size: 10	•	
Results count		The state of the s	ms 1 to 3 Go to page * Indicates Recipient is 'Other Organizati Contact Details	Project	Permit	Filing Number	Available Tasks
Results count	header for so Status	rting.	* Indicates Recipient is 'Other Organizati	Project Type(s)	Permit Requested Construction, HVAC, Electric,	Filing	Available Tasks Manage Permit
Results count Click on column Filing Date 11/29/2016	header for so Status	Submitter	* Indicates Recipient is 'Other Organizati Contact Details @wisconsin.gov	Project Type(s)	Permit Requested Construction, HVAC,	Filing Number	

To Review Permits

What Will Open Up

This will take you directly to the error(s)

Wisconsin Department of Safety and Professional Services Division of Industry Services



Online Building Permit System

FILING ERRORS

THIS PERMIT CONTAINS ERROR(S) THAT NEED TO	D BE ADDRESSED BEFORE IT CAN BE APPROVED.
Electrical Contractor is required in Step 2. when Go to Step 2	requesting for Electric Permit type.
Deny Delete	
Below is the summary of the filed Permit by sections of the permit application.	the Submitter. To edit, use the previous button to navigate thru
<< Previous	Completely Review permit for any missing and/or incorrect information

PROJECT TYPE NEW
PERMITS CONSTRUCTION, ELECTRIC, PLUMBING
PARCEL NUMBER

Checking Licenses

Dwelling Contractor SEARCH DSPS LICENSE LOOK-UP						
Lic/Cert#	Dwelling Contractor license # 100 is not in our system.					
Name						
Mailing Address						
Exp Date	(mm/dd/yyyy)					
City	ZipCode					
Phone (xxx-xxxx)	E-mail					
Dwelling Contra	ctor Qualifier SEARCH DSPS LICENSE LOOK-UP					
Lic/Cert#	663. LICENSE LOOKUP CLEAR License is expired.					
Name	ROB RON					
Mailing Address	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.					
Exp Date	2/16/2015 (mm/dd/yyyy)					
City	WASHBURN ZipCode WI					
Phone (xxx-xxx-xxxx)	E-mail					

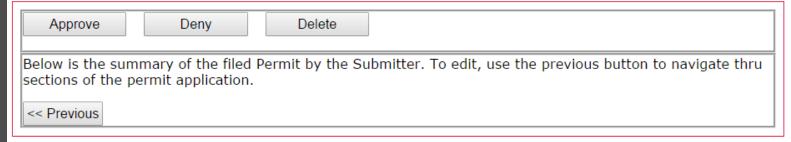
Each contractor box will have a LICENSE LOOKUP box. Click on the box, it will indicate if it is **NOT** in our system, and if it is expired.

Once Plan is Reviewed

Options for permit:

- Approve
- Deny
- Delete

Online Building Permit System



Approval Section

Fill In:

- Issuing Jurisdiction Information
- Municipal Fees
- Permit(s) Issued

- State Seal Number
- Permit Issued by information
- Any Approval Conditions

Wisconsin Department of Safety and Professional Services Division of Industry Services



This message will pop up when you click on Approve

Online Building Permit System

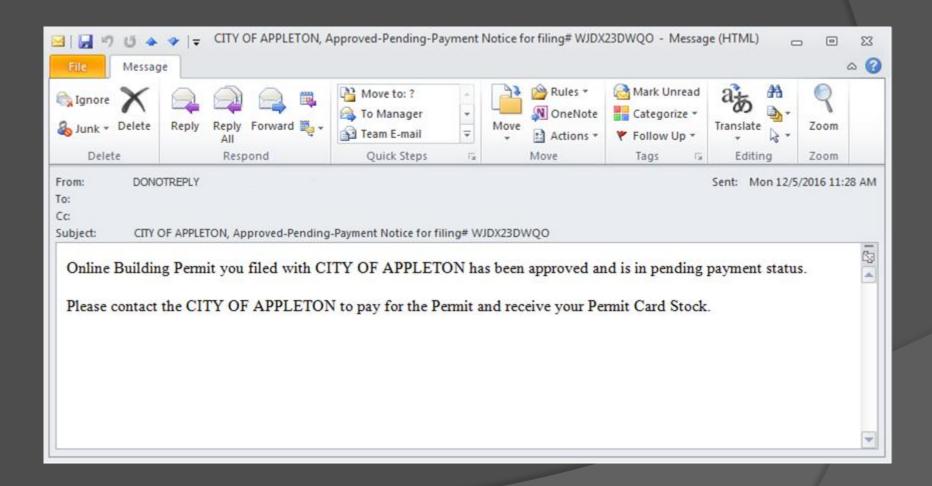
seen Approved and is in Pending-Payment status. Close this window

APPROVAL PAGE

Municipality Number Of Dwelling Location, Permit Issuer Name and Certificate Number are required in the approval process.

ISSUING JURISDICT	Town of Appleton	○ Village of ○ City of ○ County o	f State State-Contrac Agency #:		unicipality Number of welling Location 201
FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL	# PERMIT	ISSUED BY:
Plan Review	\$221.12	✓ Construction	ABC123	Name	James Wilson
Inspection	\$ 552.80			Telephone	920-555-5555
Wis. Permit Seal	\$ 35			Cert No.	123
Other	\$621.36	Plumbing		Building Permit #	16-12-954
Total	\$ 1430.28				
APPROVAL CONDITIONS	permit or oth			may result in suspe	nsion or revocation of th
Enter Approval Condition	ONS Erosion contro	ol measure must be maintained througho	ut entire construction process.		

What Submitter Will Receive



Municipal Information

Wisconsin Department of Safety and Professional Services Division of Industry Services



Online Building Permit System

Municipality (CITY OF APPLETON) Workspace

Permit Search Page

Help

Inspector TBD Phone TBD Email TBD

 Clerk
 KAMI SCOFIELD

 Phone
 9208326443

 Fax
 9209891602

Email KAMI.SCOFIELD@APPLETON.ORG

 Monday
 01:00 AM to 01:00 AM

 Tuesday
 01:00 AM to 01:00 AM

 Wednesday
 01:00 AM to 01:00 AM

 Thursday
 01:00 AM to 01:00 AM

 Friday
 01:00 AM to 01:00 AM

 Saturday
 01:00 AM to 01:00 AM

 Sunday
 01:00 AM to 01:00 AM

APPLICANT FREQUENTLY ASKED OUESTIONS

Click Here to adjust your information for the submitter's help box seen on the left

Search Permit Manage Settings View FAQs

Unfinished Permits

If the permit puller wishes to complete their permit. Search Permit by:

Filing number • Status

Search Permit By

- Submitter Name
 - Date

By Date:	11/21	1/2016 t	12/5/2016	(mi	m/dd/yy	<i>yy</i>)		
Status:	Filin	g ▼						
Submitter:						(Use last, firs	st OR partial r	name to
	retr	ieve results).						
Filing Number:	,							
Search	Clear							
Results Results count: 8 Page 1	of 1 Items 1 to	8	Goto	page: 1 🗸		Page size: 10 🗸		
Click on column header for so	the transfer of the second sec	es Recipient is 'Other (page. [1 v		age size. 10 V		
Municipality	Contact Details	Filing Number	Submitter	Status	Permit Issue Date	Permit(s) Approved?	In Compliance?	Available Tasks
CITY OF REEDSBURG	JOHN DOE 5555555555	0TEST0TEST	JANE DOE	Filing		Construction, HVAC, Electric, Plumbing, Erosion	N	Manage Permit

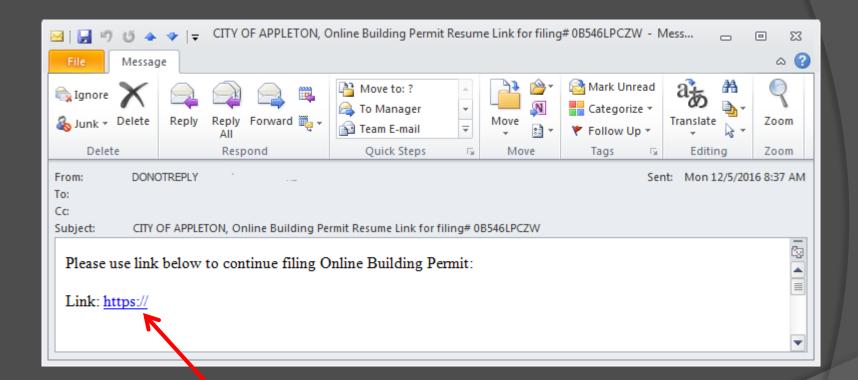
What Municipality Will Do

Click here to send link directly to submitter's email

Deny Delete Email Submitter Link Below is the summary of the Permit information entered, but not filed by the Submitter. To edit, use the previous button to navigate thru sections of the permit application. <-- Previous The link to this Permit has been sent to the submitter. Close this window.

This will pop up after clicking on Email Submitter Link

What Submitter Will Receive



They will receive a link that will take them directly to their permit

Denied Permits

- Permit puller will receive an email when permit applications are denied. There is not an option to go back for corrections.
- Denied permit applications are still searchable within the Muni workspace and DSPS workspace as well.
- A deleted permit cannot be re-activated. A new permit needs to be re-entered.

Excel Spreadsheet Option

Wisconsin Department of Safety and Professional Services Division of Industry Services



Search Permit Download Excel Template View FAQs Upload Permit

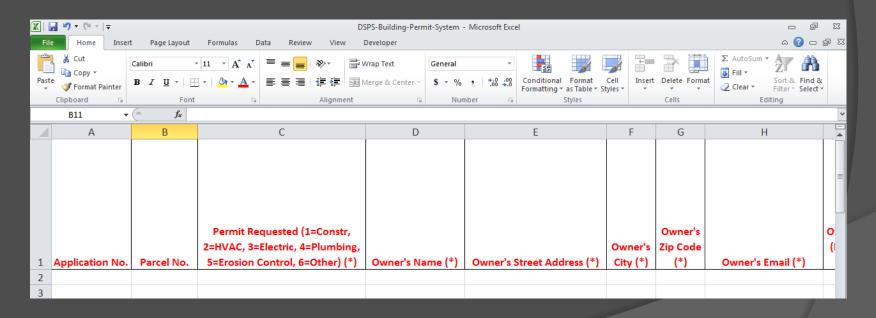
Online Building Permit System

Download Excel Template View FAQs Upload Permit

Saving Spreadsheet

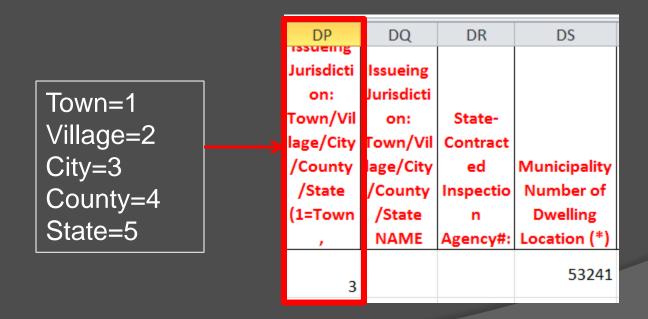
Save the spreadsheet as:

DSPS-Building-Permit-System.xlsx
or the system won't recognize it.



When Entering Information

- All cells with asterisks must be filled in
- No dashes for municipality numbers
- If municipality number contains a leading zero, include it
- Cell DP is a required cell



Uploading Spreadsheet

Wisconsin Department of Safety and Professional Services Division of Industry Services



Search Permit Download Excel Template View FAQs Upload Permit

Online Building Permit System

Online Building Permit System

Municipality () Workspace

Permit Upload Page

DSPS-Building-Permit-System Excel File

Click the Browse button to select the file.

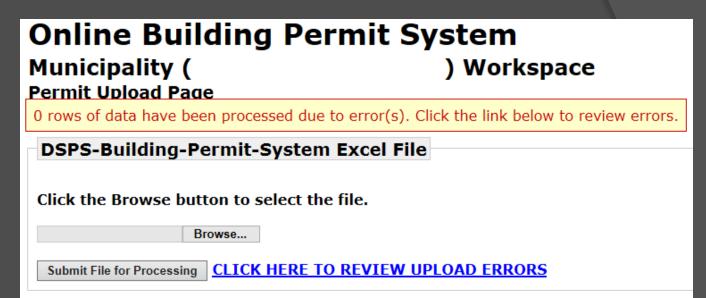
Browse...

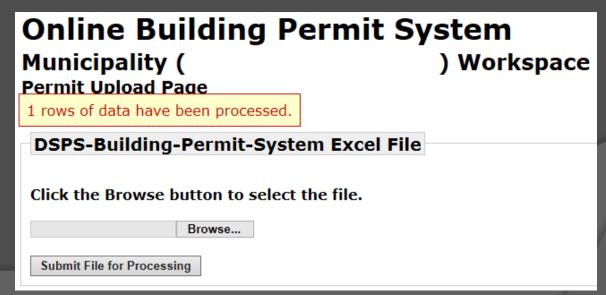
Submit File for Processing

Submittal Results

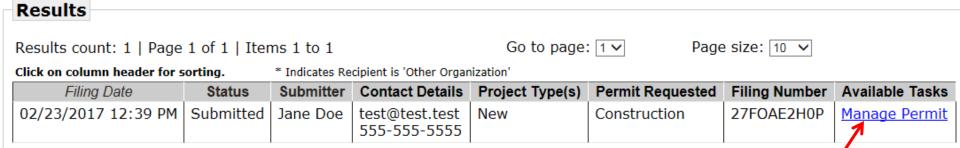
After clicking on submitting with errors

After clicking on submitting successfully





Reviewing Excel



Clicking here will open up a summary page of all entered information



Questions?



- Alison Humski: <u>Alison.Humski@wisconsin.gov</u>
- Lenny Kanter: Robert.Kanter@Wisconsin.gov
- Jack Wotruba: <u>Jack.Wotruba@Wisconsin.gov</u>